

8 April 1999

**MEMORANDUM FOR PRINCIPAL OFFICIALS OF HEADQUARTERS,
DEPARTMENT OF THE ARMY**

SUBJECT: Policy for Travel by Department of the Army Officials

It is the policy of the Department of Defense and the Department of the Army that transportation resources be vigorously managed to prevent the misuse and perception of misuse. The enclosure to this memorandum revises and further clarifies key sections of the Army's travel policy. It supersedes the Secretary of the Army memorandum, dated December 8, 1995, subject as above, and implements specified. policies and procedures provided by the Deputy Secretary of Defense memorandum, 1997, DoD Policy on the Use of -Government Aircraft and Air Travel.

This revised policy reaffirms the Army's commitment to implementing sound travel policies and procedures. I strongly urge that you and your staff thoroughly review the provisions of this memorandum as well as the regulations, which it supplements.. We should all be particularly alert to the policy regarding accompanied and unaccompanied spouse travel on both military and commercial aircraft, as well as newly defined minimum timeframes for submission of official travel requests. The timeframe limitations will assist approval authorities by providing sufficient time to explore alternative methods of cost-effective transportation.

All officials of the Department of the Army are expected to fully comply with the provisions and intent of these policies. Reimbursement from the individual will be required for transportation not authorized by the policies within this memorandum. I will continue to review our joint efforts to reduce the number of officials traveling and the cost of the associated travel.

<SIGNED 8 APR 1999>

Louis Caldera

Enclosure

**POLICY FOR TRAVEL FOR THE DEPARTMENT OF THE ARMY
WITH SUPPLEMENTAL GUIDANCE FOR ARMY PERSONNEL
LOCATED IN THE NATIONAL CAPITAL REGION**

Department of Defense (DOD) and Department of the Army (DA) transportation resources are to be vigorously managed to prevent both the misuse and the perception of misuse. Travel must be directly and clearly related to mission achievement.

This document supersedes the Secretary of the Army memorandum subject: Policy for Travel by Department of the Army Officials, dated December 8, 1995. It implements specified policies and procedures provided by DOD Directive 4500.56, DOD Policy on the Use of Government Aircraft and Air Travel (1997). It also serves to reduce the cost of travel and prevent the inappropriate and perceived inappropriate use of DA travel resources by the implementation of these policies and procedures.

1. GENERAL POLICY

A. Within the DA, the Secretary of the Army (SA) and the Chief of Staff of the Army (CSA) are required to use military aircraft (MILAIR) for all air travel when in a duty status. In addition, the Commanding General, United States Army Europe and Seventh Army, has been designated a "required user" using MILAIR assets available within the European Theater.

B. This policy memorandum primarily applies to the administrative use of fixed-wing and rotary-wing aircraft by Army officials not discussed in paragraph 1.A. above. Administrative travel, also called "other official travel," generally includes travel to give speeches, attend conferences, meetings, or training courses, make routine site visits, and other similar uses. Justification for the use of fixed-wing MILAIR for administrative travel usually requires a showing that MILAIR is essential vis-à-vis commercial air. Justification for the use of rotary wing aircraft for administrative travel usually involves a showing that MILAIR is essential vis-à-vis ground transportation, unless commercial air transportation is also available between the general departure and destination locations.

C. All travel requiring HQDA coordination must arrive at HQDA for review NLT 15 working days prior to travel or the request may be returned without action. A letter of explanation will accompany any late submission.

D. The SA is the approval authority for all official travel out of the National Capital Region by the following Secretariat officials: the Under Secretary; the Assistant Secretaries; the General Counsel; the Administrative Assistant; the Chief of Legislative Liaison; the Chief of Public Affairs; the Director of Information

Systems for Command, Control, Communications and Computers; the Inspector General; the Auditor General; the Deputy Under Secretaries; the Director, Small and Disadvantaged Business Utilization; and the Chairman, Army Reserve Forces Policy Committee.

1. Requests for travel for the above officials will be submitted through the Administrative Assistant (AA) who will coordinate travel requests to assure that sufficient key personnel are in the NCR to conduct Departmental business. Dual absences of the above listed officials and their principal deputies, when authorized, must be approved by the SA.

2. The AA is responsible for developing, for approval by the Secretary, detailed policies and-procedures relating to travel of members of the Secretariat and its field operating agencies.

E. The Chief of Staff of the Army is responsible for establishing implementing procedures to properly control official travel within the Army, Staff (ARSTAF) and for Army commanders as outlined in this document. Approval authority for the administrative use of MILAIR, fixed and rotary-wing, may not be delegated below the Major Command (MACOM) chief of staff, or equivalent level, for travel by senior officials, in accordance with DOD direction.

F. The Chief, National Guard Bureau (NGB) is responsible for establishing implementing procedures to properly control official travel within the NGB and for State and Territorial Adjutants General.

G. Special emphasis must be given to controlling and monitoring overseas travel (including overseas travel by students of service schools), reducing the number of personnel traveling to the same site, and reducing the number of days of travel per trip.

H. Control of travel will continue to be an item of special interest during all Inspector General and Army Audit Agency inspections, audits, and reviews.

1. U.S. Air Force Air Mobility Command (AMC) or AMC-contracted airlift will be used for overseas travel when it is available and meets the mission requirements for Permanent Change of Station or Temporary Duty travel.

J. Current "Required Use" joint or "dual hafted" Army commanders of Unified & Specified Commands being reassigned to positions within the Department of the Army must document a mission necessity to use MILAIR for permanent change of station travel and must obtain prior authorization from the SA.

K. All military and civilian members of any rank or grade of the Department of the Army are to be considered "officials" of the Department. For

purposes of this policy, "Senior Official" is defined as General or Flag officers, and civilian employees of the Senior Executive Service, or equivalent, and higher level employees.

2. OCONUS TRAVEL

A. Travel from the continental United States (CONUS) to locations outside the continental United States (OCONUS), and from OCONUS to CONUS should be undertaken only when the need is absolutely clear, and then only by the smallest groups possible, consistent with mission requirements. Back-to-back trips by different officials to the same location(s). are strongly discouraged. Trips should be actively coordinated to prevent this situation.

B. All OCONUS travel by DA personnel where the traveler will meet with officials of foreign governments must be coordinated with the Office of the Deputy Secretary of Defense (DSD) through the Office of the Secretary of the Army. Travel requests for Secretariat officials will be submitted through the AA to the SA for review and initial approval prior to submission to the DSD. The CSA is delegated authority for initial review and approval *of* travel by ARSTAF and MACOM officials and may redelegate this authority. Travel requests reviewed and given initial approval by the CSA or his designee will then be forwarded to the SA through the AA prior to submission to the DSD. All requests for foreign travel should be submitted prior to discussing travel plans with the foreign government concerned.

C. In addition, DA personnel must follow the guidance provided in chapter eight and the country pages of the DOD Foreign Clearance Guide (DoD 4500.54G) to obtain country clearance for all foreign travel. The lead-time for requesting personnel clearances is approximately 35-45 days. Late submissions must include a justification for tardiness.

D. Any Army mission (to include troop visits) involving OCONUS travel, except to U.S. territories and possessions, by the SA, Under Secretary of the Army, Chief of Staff of the Army, or Vice Chief of Staff of the Army must be coordinated with the Under Secretary of Defense for Policy. Within five working days upon completion of such travel, a trip report must be submitted to the Assistant to the President for National Security Affairs through the Executive Secretary.

E. International Conferences. Any DA official traveling to an OCONUS international conference (defined for this purpose as any meeting held under the auspices of an international organization or foreign government, at which representatives of more than two foreign governments are expected to be in attendance, and to which U.S. Executive agencies will send a total of ten or more representatives) must submit a preliminary report *of* travel to the Department of

State's Office of International Conferences in the Bureau of International Organization Affairs (IO/OIC) through the Office of the Secretary of the Army. A final report with respect to this foreign travel must then be submitted to the 10/01C through the Office of the Secretary of the Army within 30 days after conclusion of travel. (See samples at enclosure 1). DA personnel need not report travel undertaken to carry out an intelligence or intelligence-related activity, a protective function, or a sensitive diplomatic mission.

1. Preliminary and final reports for Secretariat officials will be submitted through the AA to the SA for review and initial approval prior to submission to the 10/01C.

2. The CSA is delegated authority for initial review and approval of OCONUS international conference travel by ARSTAF and MACOM officials and may redelegate this authority. Preliminary and final reports reviewed and given initial approval by the CSA or his designee will then be forwarded to the SA through the AA prior to submission to the 10/01C.

3. COMMERCIAL AIR TRAVEL

A. Coach class. The primary mode of transportation used for official air travel will be commercial coach class.

B. Premium-class (less than First-class). There is no longer any blanket' authorization to use premium-class (less than first-class) air travel for overseas travel for any DOD officials, military or civilian. All official travelers, regardless of rank or grade, must provide a written justification for each request for the use of premium-class (less than first-class) travel. The normal travel orders approving authority may authorize use of premium-class (less than first-class) commercial travel in accordance with the Joint Travel Regulations (JTR) or Joint Federal Travel Regulations (JFTR) when:

1. Regularly scheduled flights along the route provide only premium-class seats;
2. No space is available in coach, and travel is so urgent it cannot be postponed;
3. Necessary to accommodate a member's disability or other physical. impairment substantiated in writing by a competent medical authority;
4. Travel on a foreign flag carrier has been approved and the sanitation or health standards in coach are inadequate;
5. Overall savings to the Government result by avoiding additional

subsistence costs, overtime, or lost productive time that would be incurred while waiting for available coach seats;

6. Travel costs are paid by a non-federal source;

7. Obtained through the redemption of frequent traveler benefits, (See section 4, Frequent Flyer Miles); or

8. Travel is direct between authorized origin and destination points (one of which is OCONUS), which are separated by several time zones, and the scheduled flight time is in excess of 14 hours (including stopovers between flights). When this authority is exercised, an employee is not authorized a rest period upon arrival at the duty station. The traveler is, however, permitted a short, reasonable time to check into a hotel and freshen up if necessary. This justification shall not be used in lieu of scheduling coach-class accommodations that allow for authorized rest stops en route or at the destination. When returning from TDY, premium-class (less than first-class) travel will not be authorized simply because the total flight time (including stopover) is in excess of 14 hours.

9. Security concerns or exceptional circumstances exist that make such travel essential to the successful performance of the mission (e.g., unavoidably severe scheduling demands)

Example: During the work week, a senior official's schedule requires him to attend official meetings on consecutive days, the later at an OCONUS destination. Due to the inflexible nature of the official's schedule, the official is required to travel overnight and will not receive adequate rest prior to conducting business the following day. Absent adequate rest, the official will be unable to effectively represent the U.S. Army. Accordingly, premium-class (less than first-class) travel may be authorized to allow for the successful performance of the mission.

NOTE: When an airline flight only- has two classes of accommodations, the higher class, regardless of the term used for that class, is considered to be first-class.

C. The SA and the CSA, or their designees, are the approving authorities for requests for premium-class (less than first-class) travel for those officials within the Secretariat and ARSTAF, respectively. Requests by members of the Secretariat must be submitted through the AA to the SA for approval. All other requests to use premium-class (less than first-class) travel by senior Army officials will be processed through the individual's normal orders approving chain.

D. First-class. Within the DA, the SA is the sole approval authority for first-class travel paid by government funds or by a non-Federal source pursuant

to 31 U.S.C. § 1353. All requests for the use of first-class travel in these instances must be fully justified under the appropriate provision of the JTR/J FTR and submitted through the AA to the SA.

E. The senior traveler must sign all requests for premium-class travel. Signature authority may not be delegated. Each request must reflect the difference in cost between coach class and premium-class and that alternative travel plans-to include an earlier departure to allow for a rest period-have been considered. Approved requests must be maintained for one year for audit purposes.

4. FREQUENT FLYER MILES

A. General. Frequent flyer miles (FFM) earned from official travel are the property of the U.S. Government. Therefore, the first priority for the use of FFM will be to defray the Army's cost for other official travel requirements (e.g., other airline travel, rental cars, lodging, etc.).

1. DA personnel who desire to participate in FFM programs on a voluntary basis may accrue official FFM and related promotional mileage credits for official travel. However, official FFM accounts should be maintained separate from personal FFM accounts. Where government-earned FFM and personal FFIVI have been commingled into a single FFM account, all FFM within that account will be considered to be property of the U.S. Government absent a clear accounting of FFIVI to the contrary.

2. DA personnel may use FFM from their personal FFM accounts for premium-class upgrades while on official travel, but no member will travel premium-class while in uniform.

B. Premium-class (less than first-class). FFM earned from official travel may be redeemed for premium-class (less than first-class) travel upgrades in the following circumstances:

1. When the JTR or JFTR authorizes such travel independent of the authority to redeem FFM for an accommodation upgrade.

Example: Official travel is direct between authorized origin and destination points (one of which is OCONUS), which is separated by several time zones, and the scheduled flight time (including stopovers) is in excess of 14 hours. Because there is an independent basis for authorizing premium-class (less than first-class) travel, FFM may be redeemed to obtain the accommodation upgrade.

2. When FFM may be redeemed for accommodation

upgrades.

Example 1: The airline does not permit the redemption of FFM for any other travel requirement. FFM may be redeemed for accommodation upgrades.

Example 2: The airline permits the redemption of FFM for other travel requirements (to include the travel of others). Although the traveler has earned enough FFM to apply towards an accommodation upgrade, the traveler does not have enough FFM to obtain other travel benefits. The traveler may not redeem FFM for an accommodation upgrade in this instance. Instead, FFM must be allowed to accrue until there are enough FFM to apply-towards other official travel requirements.

Example 3: Same circumstances as those presented in example 2, except absent redemption of FFM for an accommodation upgrade in this instance, the FFM will expire and go unused. FFM may be redeemed for an accommodation upgrade.

3. FFM earned from official travel may never be redeemed for use in personal travel, even if FFM will otherwise expire and go unused.

C. First-class. FFM earned from official travel may be redeemed for first-class travel upgrades only when authorized by the JTR or JFTR and approved by the SA.

5. GENERAL MILITARY AIRCRAFT TRAVEL

A., Official air travel is normally accomplished using commercial air transportation. Generally, when commercial air transportation is available to effectively fulfill the mission requirement and meet the traveler's departure and/or arrival requirements within a 24-hour period, military aircraft (MILAIR) shall not be used. Nonetheless, MILAIR may be authorized when:

1. The actual cost of using MILAIR is less than the cost of using commercial air service.
'Cost analysis for use of MILAIR will be based on the formula approved by the Army Audit Agency;

2. Commercial air service is unacceptable because

(a) highly unusual circumstances present a clear and present danger to the official traveler(s),

(b) an emergency exists, or

(c) other compelling operational considerations make commercial transportation unacceptable; or

3. The aircraft was previously scheduled to perform a bona fide training mission, the minimum mission requirements are not exceeded, and there is no additional cost to the government. MILAIR will not be scheduled for training missions for the primary purpose of accommodating the travel of DA personnel, either military or civilian.

B. When scheduling MILAIR, every effort will be made to, avoid:

1. Trips between major U.S. cities. Please note that the 24-hour scheduling window makes it extremely difficult to justify the use of MILAIR for travel along high-density travel routes (e.g., Washington, D.C. to New York City, Atlanta, or Chicago).

2. Trips where the purpose is to deliver a speech, especially when the aircraft appears to be filled with personal staff members to make the trip cost effective.

3. Trips requested because of the need to accommodate competing requirements, especially when either of the requirements are events of a social nature. Maximum advance planning should be employed to avoid scheduling conflicts dictating the use of MILAIR.

C. The particular aircraft used must be the least costly one capable of satisfying the transportation requirements. Larger aircraft will be used only for reasons of safety, security, or economic feasibility. At no time will a larger aircraft be scheduled in order to accommodate individuals traveling in a "noninterference" or unofficial status.

D. The OCONUS use of CONUS based military aircraft must be approved by the SA for all Secretariat officials, and by the CSA, or when delegated to the VC or DAS, for all members of the Army Staff and MACOM commanders.

E. MACOM commanders are delegated approval authority for the OCONUS use of CONUS based MILAIR for individuals under their supervision. CONUS based MILAIR may only be used for OCONUS travel if the one of the criteria in paragraph 5.A. is satisfied.

F. The use of commercial airlift to OCONUS destinations does not preclude the use of MILAIR in an OCONUS theater of operation when:

MILAIR is reasonably available and does not require long deadhead flights to begin or end the mission;

2. U.S. commercial carriers are not available, and

3. Significant security concerns preclude the use of foreign flag carriers.

G. All requests for the administrative use of fixed- and rotary-wing MILAIR must be in writing. Requests for travel by other than DOD senior officials are processed for approval through existing standard procedures. Travel approval authorities may establish the specific format for requests and documentation of MILAIR travel. At a minimum, however, this documentation must meet the requirements of DoDD 4500.56.

1. Requesters must determine and document that the requirements of this section and/or section 6 have been met for each individual use.

2. The senior traveler must sign all requests for MILAIR travel. Signature authority may not be delegated.

6. ROTARY-WING MILITARY AIR TRAVEL

A. Rotary wing MILAIR may be used for official travel only when it is cost favorable as compared to ground transportation, or when the use of ground transportation would have a significant adverse impact on the ability of the senior official to effectively accomplish the purpose of the travel.

B. This policy does not apply to "operational mission" use of rotary wing aircraft as defined in AR 95-1, Flight Regulations, or to mission required use such as: transport of troops and/or equipment; training; evacuation (including medical evacuation); intelligence and counter-narcotics activities; search and rescue, transportation of prisoners; use of defense attaché-controlled aircraft; aeronautical research and space and science applications; exercising command/supervisory authority at adjacent/local installations; and other such activities.

C. If commercial aircraft service is available between the general departure and destination locations, the criteria of paragraph 5.A. must also be satisfied.

D. Helicopter travel to events that can be accomplished by video teleconference, or combined with other events/activities, should not be approved.

E. Helicopter assets shall not be used for transportation between installations within the NCR except in unusual circumstances. The

existence of unusual circumstances shall be determined by the SA or his designee for members of the Secretariat, and by the CSA or his designee for Army officials not assigned to the Secretariat.

F. The following guidance applies to the use of the Pentagon Helipad.

1. Eligibility for use of the Pentagon Helipad is restricted to Code 6 civilians, Brigadier Generals, and above.

2. The Pentagon Helipad is normally available Monday through Friday from 0730 to 1730 hours. The CSA or his designee, may grant exception for weekend and/or alternate travel times for Code 2 and 3 civilians and General Officers (four-star). Exceptions may be granted only under the most extraordinary circumstances for travel originating within the NCR.

G. Within the NCR, all approved requests for helicopter support are forwarded from the respective organizational airlift validator to the Operational Support Airlift Command Normally, the use of this mode of transportation will be limited to those NCR intra-city trips that are within a 125 Nautical Mile (NM) radius and/or more than a 90 minute motor vehicle trip from the Pentagon. A chart providing comparison mileage and time is included for reference at Enclosure 4.

1. Intra-city travel is travel that departs from and arrives at any location within the Greater Washington-Baltimore Metropolitan area.

2. Intra-city travel is limited to Code 1, 2, and 3 civilians and Code 2 and 3 General Officers.

3. Requests for exception must be approved by the AA for Secretariat officials, and by the CSA or his designee for Army officials not assigned to the Secretariat. Requests for exceptions to use of U.S. Army assets by officials other than Army officials will be coordinated with the Executive Secretary of the Department of Defense.

7. SPECIAL AIR MISSION (SAM) AIRCRAFT

A. Special Air Mission (SAM) aircraft are specially configured aircraft assigned to the United States Air Force 89th Airlift Wing used to support only the most important U.S. interest missions and DOD missions where other airlift do not provide the timeliness, security, or communications capability required. The costs associated with operating this limited inventory of aircraft range from

approximately \$2,300/hour to nearly \$4,300/hour depending on the type of aircraft, thereby necessitating judicious use of this limited resource. All requests for SAM support require a cost analysis as a part of the justification.

B. Within the DA, only the following officials are eligible to use SAM aircraft. If one of these officials is not aboard, the SAM aircraft cannot be used for the mission:

Secretary of the Army Chief of Staff Under Secretary of the Army Vice Chief of Staff Assistant Secretaries of the Army General Counsel Four-star General Officers

C. SAM aircraft may be authorized in the following instances:

1. Travel is plainly in the national interest for official purposes;
2. Commercial transportation is clearly incapable of meeting the requirement for security; or
3. Other significant reasons as approved by the appropriate travel orders approving authority.

D. Approval Process

1. Requirements for both domestic and foreign SAM flights for personnel in the Secretariat will be submitted through the AA to the SA.

2. The CSA will establish procedures for controlling all SAM travel requests for individuals in the Army Staff and MACOM Commanders including foreign counterpart visits.

E. All non-DOD requests for SAM aircraft, exclusive of Congressional travel, will be submitted through the AA for processing to OSD.

F. Congressional use will be coordinated by the Chief of Legislative Liaison in accordance with established procedures. The use of SAM aircraft is especially appropriate for Army sponsored trips by members of Congress or DOD officials when the trip has significant DOD interest.

G. The SAM Airlift validator in the Office of the Chief of Staff, Air Force, provides periodic reports on utilization of SAM aircraft through the AA for review by the SA and the CSA.

8. OPERATIONAL SUPPORT AIRLIFT (OSA)

A. The use of Operational Support Airlift (OSA), both fixed and rotary wing, assigned to DA should be restricted to flights where commercial transportation is inconsistent with security or other significant mission requirements. Requests for use of OSA will be processed in accordance with current directives and. procedures.

1. Every effort will be made to pool requirements for maximum aircraft utilization. Minor differences of only a few hours in travel schedules seldom warrant the use of separate aircraft. (Flexibility in scheduling and passenger loads to accommodate the pooling of missions is encouraged.) All requests should include a comparison of the costs of travel by military air and commercial modes of transportation.

2. The United. States Army Priority Air Transport Detachment can support longer missions, but its use must be fully justified through OSA policies and procedures and approved by AA for members of the Secretariat and by the CSA or his designee for members of the Army Staff.

B. The Commander, Operational Support Airlift Command, will provide a semi-annual report of the use of Operational Support Airlift by senior DA officials through the Director of the Army Staff and the AA for review prior to submission to the SA.

C. All MACOM commanders will ensure that they are kept informed of their command's OSA usage.

9. ACCOMPANYING SPOUSE TRAVEL

A. As a general rule, spouses or other family members may not accompany DA personnel, either military or civilian, on official business at government expense. Accompanying spouse travel on either military or commercial aircraft is accomplished as an exception to policy, pursuant to paragraph C6000(15) of the JTR. Exceptions are normally limited to the spouses of senior officials. Other family members or dependents are not permitted to travel at government expense. (See Section 12, Non-interference (reimbursable) travel).

1. Accompanying spouses traveling on commercial aircraft at government expense will fly coach-class, unless otherwise authorized in accordance with section 3, Commercial Air Travel.

2. Accompanying spouses traveling on MILAIR will travel in a noninterference (non-reimbursable) status. MILAIR must be independently authorized in accordance with section 5.

B. Within the DA, accompanying spouse travel eligibility will normally be limited to the spouses of the following officials:

Secretary of the Army Chief of Staff Under Secretary of the Army Vice Chief of Staff Assistant Secretaries of the Army General Counsel General Officers Sergeant Major of the Army

C. As an exception to policy, spouses may accompany their sponsors on military or commercial aircraft at government expense only:

1. To attend an unquestionably official function in which the spouse is actually to participate in an official capacity, or

NOTE: Actual participation connotes participation beyond mere attendance at a meeting or conference, even if hosted by the DoD on a matter related to official business. The meeting or conference must include a sufficiently substantive spouse agenda requiring the spouses' active participation for a sufficient duration of time to warrant travel at government expense. An example of a substantive agenda is provided at enclosure 2.

2. If such travel is deemed in the national interest because of diplomatic or public relations benefit to the United States.

NOTE: For there to be a diplomatic or public relations benefit to the United States, representatives of foreign governments must also be attending the event.

D. Spouses traveling in an accompanying spouse status are not permitted per diem.

E. Approval Authorities.

1. Each occurrence of spouse travel is to be approved on a case-by-case basis. Blanket travel orders for spouses are not permitted. All requests will be reviewed by the principal's legal counsel prior to submission for approval through the normal chain of command. When the requesting official is not assigned to HQDA, the request for approval for spouse travel will also be

reviewed by the requesting official's MACOM Chief of Staff, or equivalent, prior to submission. Each request will include the following supporting documentation and will, be retained by the requesting organization for two years:

- a. Request signed by the sponsor;
- b. Name, grade, and position/title of sponsor;
- c. Purpose of spouse's travel;
- d. Travel date and destination;
- e. Type of conveyance, to include cost if commercial flight;
- f. Written legal review from sponsor's legal advisor;
- g. Agenda or itinerary for spouse that indicates either actual participation or a diplomatic or public relations benefit to the United States.

2. The SA is the approval authority for -all accompanying spouse travel of Secretariat officials at government expense on commercial or MILAIR.

a. All requests for spouse travel that are to be approved by the SA will be forwarded to the AA for processing.

b. Requests should be submitted at least 15 working days prior to the travel.

3. Except as delegated, in paragraphs 4-6 below, the CSA is delegated the approval authority for all travel of spouses of DA officials not assigned to the Secretariat by military or commercial aircraft. This authority may be redelegated to the Vice Chief of Staff of the Army (VCSA) or the Director of the Army Staff (DAS) without further delegation.

4. All four-star general officers and the three-star commander of .USARPAC are delegated the authority to approve accompanying travel of their own spouses on MILAIR.

a. This authority does not extend to travel by spouses of others within their commands.

b. Each occurrence will be approved individually and documented by a Memorandum for Record that has been reviewed by legal counsel and signed by the principal. Blanket travel orders for the spouses are not permitted.

5. Joint or "dual hafted" DA commanders of Unified & Specified Commands follow their joint command approval process concerning accompanying spouse travel when traveling on behalf of their joint command. When traveling on DA business, the provisions of this Policy memorandum will be followed (example: Army Four-Star Commanders Conference).

6. The Chief, National Guard Bureau is delegated, without further delegation, the authority to approve the travel of accompanying spouses of the 54 State and Territory Adjutants General by MILAIR when they are traveling for purposes of National Guard Bureau business. However, when the State and Territory Adjutants General are traveling on state or territory business, the state or territory guidance governing accompanying spouse travel will be used. In either case, the tests of unquestionable official function with actual participation, and/or significant diplomatic or public relations benefits must be met.

F. Spouses traveling at government expense will be in the company of their sponsors. Spouses may only travel unaccompanied when:

1. traveling on commercial aircraft, the sponsor will be attending the unquestionably official event, and due to other official business requirements, it is more economical for the sponsor to meet the spouse at the destination point and/or depart directly from the destination point for additional official business while the spouse returns home.

2. Traveling on MILAIR and such travel is justified due to unusual circumstances. Unusual circumstances include, but are not limited to, unplanned or unanticipated schedule changes or compelling requirements of the DOD sponsor (e.g., deployment). Under these circumstances, the spouse must travel in the most cost-effective manner, which may include travel on a previously scheduled military aircraft.

10. OTHER SPOUSE TRAVEL

A. Travel by spouses is usually accomplished in an accompanying status as provided in section 9 above. However, spouses may also travel independent of their sponsors when travel is authorized in accordance with the JTR/JFTR (other than paragraph- C6000(15) of the JTR). When traveling pursuant to an independent basis, spouses are authorized per diem. For example, travel and per diem for spouses is authorized when:

1. The spouse will attend a service-endorsed training course or briefing and provide subsequent volunteer service incident to such training, (e.g., Pre-Command Course, Brigadier General Training Course, anti-terrorist training course) as specified by HQDA.

2. The spouse will confer with DOD officials on DOD matters as a subject matter expert. In this instance, being a spouse is incidental to being a subject matter expert, and the circumstances of travel are not to be confused with accompanying spouse travel. Under this authority, the spouse may be issued invitation al travel orders through normal procedures without obtaining special approval for spouse travel. It is DA policy that spouses traveling to participate in discussions on Army Family Programs and/or Quality of Life issues shall travel in an accompanying spouse status (per them not authorized) in accordance with section 9.

11. REQUIRED REPORTING FOR ACCOMPANYING SPOUSE TRAVEL

A. The CSA or his designee will maintain a record of approved accompanying spouse travel (as authorized by section 9 above) on MILAIR and commercial aircraft. This documentation shall be subject to review by the Secretary of the Army, or the AA acting as his designee, when appropriate. The documentation will include spouse travel trips via MILAIR or commercial air for the spouses of all DA officials- (not assigned to the Secretariat), including the following:

1. Four-Star General Officers and the Three-Star Commander of USARPAC;
2. Joint or "Dual Hatted," commanders when travel was on behalf of the DA; and
3. State and Territory Adjutants General of the National Guard when travel was on National Guard Bureau business.

B. Documentation of individual spouse travel trips will include:

1. Name of sponsor and spouse,
2. Justification (i.e., participation in an official capacity at an unquestionably official function, or diplomatic or public relations benefit),
3. Destination,
4. Duration, and
5. Any per them or incidental expenses allowed to the spouse.

C. Documentation of each trip approved by the CSA or his designee will be maintained for at least two years from the date of travel to comply with audit and/or inspection requirements.

12. UNOFFICIAL TRAVEL NON-INTERFERENCE (REIMBURSABLE) TRAVEL

A. Non-interference (reimbursable) travel is travel by a spouse, dependent, or other non-Federal traveler not on official business in the company of a senior DOD official (normally Code 1, 2 and 3 civilians, and Code 2 and 3 General Officers) traveling on official business on MILAIR. This is not space available travel.

B. Non-interference travel is only authorized if the following conditions are met:

1. MILAIR is already scheduled for an official purpose;
2. The non-interference use does not require a larger aircraft than is needed for the official purpose;
3. Official travelers are not displaced;
4. The travel results in negligible additional cost to the government; and
5. The government is reimbursed at the full commercial coach class fare rate or equivalent. The full coach-class fare is defined as any coach fare that is available to the general public between the day that the travel was planned and the day the travel occurred, including restricted fares, provided the traveler would otherwise be able to satisfy the restrictions associated with the particular fare if traveling via commercial air.

C. This travel will be approved in advance in writing. Each request will be reviewed by the senior traveler's legal counsel prior to submission for approval. The senior DOD official will attach to his/her travel voucher a personal check made payable to the Treasurer of the United States and include a travel office printout that reflects the full commercial fare

D. Approval will be through the senior traveler's normal approval chain.

13. MOTOR VEHICLE TRANSPORTATION

A. AR 58-1 governs the use of motor vehicle transportation. This section highlights guidance found in that regulation pertaining to non-tactical vehicles and provides additional guidance where necessary.

13, Section 1344 of Title 31 of the United States Code specifies those officials who are authorized home-to-work transportation. Within the DA, only the SA and the CSA are authorized home-to-work transportation.

1. With certain limited exceptions prescribed by statute, home to-work transportation is not transportation for an official purpose, and is prohibited. Normally, such transportation is a personal responsibility. Section 1344 establishes criteria for exceptions to this policy, and for reporting those exceptions to Congress. However, within the DA only the SA can approve those exceptions.

2. Individuals who are authorized home-to-work transportation may incur personal tax liability in connection with this government-furnished service regardless of the circumstances. The law provides that an individual who willfully violates Section 1344 may be suspended without pay for a minimum of 30 days, and when circumstances warrant, for a longer period, or may be summarily removed from office.

Transportation to official after-hours functions will be treated as exception to policy for which prior approval is required. All transportation to after-hours functions will begin and end at the individual's normal place of duty.

D. Official motor vehicle transportation requirements do not include: transportation to private social functions; personal errands or side trips for unofficial purposes; transportation of dependents or visitors without an accompanying official; or in support of non-DOD activities unless specifically approved under the provisions of Army Regulation(s).

The use of Army motor vehicles is restricted to official purposes only.

1. Military and civilian personnel of the DA may use DA motor vehicles when attending official ceremonies (e.g., changes of command, parades, promotions, retirements, unit activations/deactivations, field demonstrations, funerals, or other similar events) when attendance is in their official capacity. For purposes of these functions, the most senior military and civilian DA official, as well as those DA officials who are actively participating, are attending in their official capacity. Mere attendance at an event does not justify the use of government vehicles except in those rare occasions where the event achieves a significant public affairs objective to justify the official use of group transportation (e.g., buses).

Example 1: It would be appropriate for a corps commander who is presiding over a subordinate division change of command ceremony to use a DA motor vehicle for transportation to the ceremony.

Example 2: It would be appropriate for a National Guard division commander who is attending a subordinate battalion change of command as an invited guest and senior representative in the chain of command to use a DA motor vehicle for transportation to the ceremony

2. Army motor vehicle transportation is not authorized for officials attending such ceremonies or events only in a personal capacity. All DA officials attending simply as invited guests (other than the senior DA official in attendance) are deemed to be traveling in their personal capacity. This includes attendance based solely on friendship, family ties, or prior professional relationship with the honoree.

Example 1: Normally, it would be inappropriate for a general officer to use a DA motor vehicle to attend or preside over a promotion ceremony for a former subordinate who is no longer in the general officer's chain of command

Example 2: It would be inappropriate for the former commander of a unit to use a DA motor vehicle to travel to that unit's change of command as an invited guest.

Commanders or their principal staff officers will determine whether attendance at such ceremonies or events is in an official or personal capacity. When official travel is authorized for general attendance the mode of travel provided will normally be via mass transportation rather than via individual vehicles.

F Spouses of DA officials may be authorized transportation in government vehicles only when:

1. Accompanying their DA sponsor, the use of the vehicle has already been authorized to accomplish official business, and there is space available. Such transportation must be provided at no additional cost to the government, and the spouse's presence may not require a larger vehicle than that already authorized to accomplish official business;

2. Proceeding independently to or from an official function when the spouse's presence at the function is in the best interest of the government and circumstances have made it impractical or impossible for the official to accompany the spouse en route; however, this authority applies only to the spouse of a DA employee who is authorized to receive home-to-work transportation.

G. Transportation support to other U. S. Government agencies, or non-U.S. Government entities, may be provided only under strict guidelines. Reimbursement by the requesting activity is normally required for transportation

Support to non-DOD activities. DA officials shall review established guidelines and obtain required approvals prior to inviting travel or committing Army support.

14. ACCEPTANCE OF PAYMENT FROM A NON-FEDERAL SOURCE FOR OFFICIAL TRAVEL EXPENSES {PRIVATE}

A. Title 31 U.S.C. § 1353 is the primary authority for the acceptance of gifts of travel and related expenses. When that statute applies, it shall be used to the exclusion of other authorities. The definition of terms and policies under this statute is at 41 C. F. R. § 304.

B. Heads of component commands or organizations may delegate approval authority, in writing, to accept travel payments from a non-Federal source to a division chief under their supervision serving in the grade of colonel or the civilian equivalent. Prior to authorizing acceptance of an outside payment of official travel and related expenses, approving authorities must consult with their own, or the traveler's, ethics counselor and obtain a written determination from that ethics counselor that acceptance is appropriate.

C. In addition to the criteria at 41 C.F.R. § 304, payment from a non-federal source for official travel expenses may be accepted when the following conditions are met:

1. The offer of travel expenses must be unsolicited and completely voluntary.

2. The gift may only be used for official travel.

3. The gift may only be used for conferences or similar functions. An offer of travel expenses to perform functions essential to an Army mission (such as inspections or oversight visits) or to attend sales presentations will not be accepted.

4. The gift of travel may not create a conflict of interest. The approval authority must determine that acceptance would not cause a reasonable person in possession of the relevant facts to question the integrity of Army programs or operations.

D. An offer of free travel for an accompanying spouse will be processed and approved in accordance with section 9 of this memorandum. Such requests will be evaluated on the basis of whether it is in the Army's interests to accept the offer.

E. The SA retains the authority to approve all first-class travel. Requests for first-class air travel, including those paid by a non-Federal source, must be fully justified under the applicable provisions of the JTR/JFTR. This requirement applies to the traveling official *and* accompanying spouse.

F. The following reporting requirements apply to the acceptance of travel payments from a non-Federal source.

1. In order to simplify the travel voucher process, travelers are encouraged to accept "in-kind" travel expenses (that is, prepaid tickets and hotels), rather than cash reimbursement. If reimbursement is in the form of a check, it will be made out to "Department of the Army" and deposited with the servicing travel office.

2. Travelers must report to their ethics counselors the acceptance of travel and related expenses exceeding \$250.00. The report must contain the traveler's certification that "the statements in this report are true, complete, and correct to the best of my knowledge and belief." The report must be submitted to the ethics counselor for review and signature within thirty days of completion of the travel. A suggested format for this report appears at enclosure 3.

3. Ethics counselors will use Standard Form 326, Semiannual Report of Payments Accepted From a Non-Federal Source, to consolidate reports from travelers in their jurisdiction. Standard Form 326 will be electronically submitted to the Office of the Judge Advocate General (OTJAG), Standards of Conduct Branch at soco@hqda.army.mil. Reports for gifts received during the period 1 April to 30 September must be received at OTJAG by 15 November. Reports of gifts received between 1 October and 31 March are due by 15 May. Ethics counselors will maintain the reports submitted by travelers for one year after submission. Standard Form 326 is available on the General Services Administration website at www.gsa.gov/forms.

FOREIGN TRAVEL DATA SHEET

*(SUBMIT TO THE OFFICE OF INTERNATIONAL CONFERENCES, DEPARTMENT OF
STATE, ROOM 1517, Fax 202-647-1501 OR 202-647-5996; Phone 202-647-6875)*

PRELIMINARY REPORT

(to be completed before foreign travel to an international conference)

NAME OF TRAVELER (last, first):

EMPLOYING DEPARTMENT OR AGENCY:

TITLE & HOST OF INTERNATIONAL CONFERENCE ATTENDED:

WILL MORE THAN TWO FOREIGN GOVERNMENTS ATTEND? YES NO

NAME OF OFFICIAL AUTHORIZING TRAVEL:

PURPOSE OF TRAVEL: (Select code: (1) member of delegation; (2)
Technical/administrative support to delegation; (3) meetings with foreign officials outside the
conferences; (4) other (specify)

DATE TRAVEL BEGINS:

DATE TRAVEL ENDS:

CONTACT TELEPHONE NUMBER:

FINAL REPORT

(to be completed within 30 days of the conclusion of travel)

NAME OF TRAVELER (last, first):

CONFERENCE ATTENDED/HOST:

DATE TRAVEL BEGAN:

END DATE OF TRAVEL:

ACTUAL COST OF TRAVEL:

*Complete the following only if there have been changes since the preliminary report**

EMPLOYING DEPARTMENT OR AGENCY:

NAME OF OFFICIAL WHO AUTHORIZED TRAVEL:

PURPOSE OF TRAVEL: (Choose from codes listed under "Preliminary Report").

SAMPLE OF SPOUSE AGENDA**YOUR LETTERHEAD**

SUBJECT: Itinerary for Visit of Mrs. John doe, Spouse of LTG John d. Doe, commander, U.S. army Pacific

IN PARTY: TBD

PURPOSE: Orientation Visit

Monday, 8 February 1999

0900	Arrive New Tokyo International Airport; met by Protocol
0900-1030	Airport procedures
1030-1100	En route Distinguished Visitors Quarters (DVQ); Activities as desired
1100-1130	Orientation Briefing
1130-1230	Lunch hosted by Mrs. Smith with roundtable discussion on quality of life issues having highest community interest (Cathy Rogers, Spouse, CS; Robin White, Spouse, DC; Doris Brown, Spouse of Commander, 17 th ASG; Barbara Carter, Spouse, Commander, USARPAC)
1230-1240	En route Army Community Services (ACS)
1240-1315	ACS Brief/open discussions with ACS staff regarding program needs and unique concerns, and tour of facility
1315-1320	En route Community Activities Center (CAC)
1320-1400	Sensing session with New Parent Support Program Group to include active duty and spouse participants
1400-1405	En route Child Development Center (CDC)
1405-1445	Visit CDC/discussions with care givers, CDC staff regarding needs and services provided
1445-1450	En route Youth Activities

1450-1530	Visit Youth Center/discussions with Youth Activities Staff on Youth Programs
1530-1540	En route Library
1540-1615	Visit Library/check current available resources and response times on ordered materials
1615-1630	En route DVQ
1630-1750	Activities as desired and prepare for reception
1750-1800	Walk to Community Club
1800-TBD	Reception and Dinner

Tuesday, 9 February 1999

0755-0800	En route Quarters 1000
0800-0900	Breakfast hosted by Mrs. Smith
0900-0905	En route Elementary School
0905-1000	Visit Elementary School/discussions with the Principal on standards for DODDS and where the school falls in the large overall picture compared to the Elementary Schools in the U.S.
1000-1005	En route Community Support Facilities
1005-1115	Tour and discussions with personnel of the Community Support Facilities
1115-1120	En route Community Club
1120-1300	AFTB/Family Support Meeting/Working Luncheon and discussions on quality of life issues with a cross-section of Battalion spouses with opening and closing remarks by Mrs. Smith

REPORT OF PAYMENT OF TRAVEL & RELATED EXPENSES
ACCEPTED FROM NON-FEDERAL SOURCES
(31 U.S.C. 5 1353)

Employee's Name:
Command Organization:
Employee's Position:
Spouse's Name (If applicable):

EVENT

(for which more than \$250 in travel and related expenses were donated)

Nature /Title of Event:

Sponsor:

Location:

Dates: From: To:

TYPE OF DONATION

Donating Organization:

Total Amount:

Amount of Payments In-Kind: For Employee: For Spouse:

(pre-paid conference fees, hotel costs, airline tickets, pre-paid meals, etc.)

Amount of Payments by Check For Employee: For Spouse:
(Check must be made to "Department of the Army". Submit to your travel office.)

Itemized Expense:

Hotel:
Airline:
Meals:
Other

"I certify that the statements on this report are true, complete, and correct to the best of my knowledge."

Signature of Traveler Date of Signature

SUBMIT REPORT TO YOUR ETHICS COUNSELOR WITHIN 30 DAYS

Ethics Counselor Printed Name and Signature Date of Signature

Figure I Suggested format for travel and related expenses report
(paid by non-Federal source)

Comparison Chart
Estimated Times and Distances

Location	Ground	Ground Times		Air	
	Statute Miles	Non-Rush (Hours)	Rush (Hours)	Nautical Miles	Time (Hours)
Aberdeen Proving Ground	75	1.50	3.00	55	.80
Andrews AFB	15	0.25	0.83	9	.40
Antietam National Battleground	80	2.00	3.00	36	.40
Baltimore City/vicinity	45	1.00	1.50	30	.40
Carlisle Barracks	115	3.00	4.00	80	1.00
Charlottesville	120	3.00	4.00	78	1.10
Chancellorsville National Battlefield	60	1.55	2.20	45	.65
Fredericksburg National Battlefield	60	1.33	2.20	40	.60
Ft. A.P. Hill	70	2.00	3.00	49	.65
Ft. Detrick	55	1.50	2.00	36	.50
Ft. Lee	125	3.00	4.00	97	1.20
Ft. Meade	30	.75	1.25	20	.40
Gettysburg National Battlefield	85	2.00	3.00	55	.80
Patuxent Naval Air Station	78	2.00	2.50	46	.65
Quantico Marine Base	35	1.00	1.50	24	.40
Xerox Training Center	35	1.00	1.50	26	.40